



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## RECRUITMENT BULLETIN

**RECRUITMENT BULLETIN NUMBER :** FINCB/03-774EBB

**OPENING DATE :** 9/24/2003

**CLOSING DATE :** 10/15/2003

**POSITION TITLE, SERIES & GRADE :** Staff Accountant (Outstanding Scholar)  
GS-0510-07

**PROMOTION POTENTIAL :** Full performance level is GS-12

**NUMBER OF VACANCIES :** 1

**SALARY RANGE :** \$32,736.00 - \$42,558.00 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Management

**DUTY STATION :** Vienna, Virginia

**APPLICATIONS ACCEPTED FROM :** All qualified applicants (All sources).

### SUMMARY OF DUTIES:

Employee serves as a Staff Accountant in the Financial Management Section of the Office of Management of the Financial Crimes Enforcement Network, which is a bureau within the U.S. Department of Treasury. Employee performs accounting and related financial analysis, applies accrual accounting concepts to preparation of financial statements, monitors some budgetary accounts, and assists with the integration of financial related systems. These functions include analyzing and reviewing accounting statements, monitoring assigned budget plans or operating accounts, researching and determining the accounting treatment of special transactions, reconciling data from different sources, preparing trend analyses, and providing expertise on financial systems.

### BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, Student Loan Repayment, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

---

### **SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:**

**Outstanding Scholar Requirements:** To qualify for consideration under the outstanding scholar provision, an applicant must have completed all requirements (or will complete within 9 months) for a bachelor's degree in accounting or related to field such as business administration, finance, or public

administration, from an accredited institution of higher education **AND** obtain a grade point average of 3.5 or higher on a 4.0 scale for all undergraduate coursework completed toward a baccalaureate degree OR graduated in the upper 10% of your graduating class or major university subdivision. (The GPA can be rounded to one decimal place. For example, a GPA of 3.45 rounds up to the required 3.5, while a 3.44 rounds down to the 3.4 GPA. A copy of your college transcript from all undergraduate schools attended to verify your GPA or if you graduated in the upper 10% of your undergraduate class, then you must send a copy of a letter from your educational institution stating your class rank. For further information, refer to <http://www.opm.gov/employ/luevano.htm>.

**NOTE:** Failure to submit your college transcript for the outstanding scholar provision will be considered ineligible.

**U.S. Citizenship:** Applicants **MUST** be citizens of the United States and, if selected, present proof.

**Selective Service Registration:** If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

---

## **SECTION II: Knowledge, Skills and Abilities:**

1. Knowledge of applying accounting concepts, principles, and methods to the preparation of financial statements in an accrual accounting environment.
2. Knowledge of the practices and principles related to financial reporting and budgeting.
3. Knowledge to deal effectively with individuals in developing information and resolving discrepancies in assignments involving multiple tasks.
4. Knowledge to prepare narrative and statistical summaries of financial management activities and processes.

---

## **SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:**

**Background Investigation:** In accordance with Executive Order 12968, a background security investigation will be required for all new hires. Although individuals may be appointed prior to completion or updating of a full personal history background investigation, continued employment with FinCEN is contingent upon satisfactory completion of the background investigation, and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Drug Screening:** This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

**Probationary Periods –** Employees who have not already completed one will need to successfully complete a one-year probationary period. Certain appointments may require the completion of an additional probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

**Direct Deposit:** Employees are required to participate in Electronic Funds Transfer for salary payments.

**Relocation Expenses:** Will not be paid.

**Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.**

---

## APPLICATION INFORMATION

### **SECTION IV: REQUIRED APPLICATION MATERIALS**

**All applicants MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- A copy of their college transcript

**Please download, complete, and submit the following optional forms:**

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**See Section V for the specific information that must be included in your OF-612, resume, or other written application format.**

---

### **SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT:**

Job for which applying: Recruitment Bulletin Number, title and the grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)

- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

**Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.**

---

**SECTION VI: SUBMITTING APPLICATION MATERIALS:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Recruitment Bulletin: FINCB/03-774EBB  
P.O. Box 39  
Vienna, VA 22183-0039**

**HOW TO APPLY:**

All application materials **MUST** be postmarked by the closing date of this Recruitment Bulletin. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

**For additional information, please call Wanda Haynes (703) 905-3503. TDD (703) 905-3839.**

**NOTES:**

- All application materials **MUST** be sent to the mailing address shown above.
- All materials and the envelope **MUST** include the recruitment bulletin number.
- FAX and email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the Recruitment Bulletin case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

---

**SECTION VII: MATERIAL REQUIRED TO SUPPORT CONSIDERATION FOR VETERAN'S PREFERENCE OR NON-COMPETITIVE APPOINTMENT ELIGIBILITY.**

Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as a 30% or More Disabled Veteran Appointment, Veterans' Readjustment Appointment, Severely Physically Handicapped Schedule A Appointment, or an appointment based on service as a former Peace Corps employee, etc.

If you are claiming Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.

---

**SECTION VIII: OTHER INFORMATION**

**INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE, PANAMA CANAL ZONE, OR D.C. DEPT. OF CORRECTIONS:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility under CFR 330.605 (a) (RIF notice or certificate of expected separation or other agency

certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated on each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive selection priority to positions throughout the continental United States.

**REASONABLE ACCOMMODATION:**

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:**

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.